
City of Falls City
City Council Regular Meeting Minutes
Monday September 14, 2020 6:00 PM
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

Council Present: Tony Meier, Dennis Sickles, Cliff Lauder, T.J. Bailey

Staff Present: Mac Corthell, City Manager; David Clyne, City Manager Pro Tem; Jamie Ward, City Clerk; Jon Creekmore, Public Works Director

1. Call to Order and Roll Call

Mayor Gordon called the meeting to order at 6:00PM. Clerk Ward took roll call. Councilor J. Drill was absent, Councilor L. Sickles arrived at 6:35

2. Pledge of Allegiance

Mayor Gordon led the pledge.

3. Motion to adopt the entire Agenda

A motion was made by Councilor T. Bailey and seconded by Councilor T. Meier to adopt the entire agenda. Motion carried 4-0-0-2. Ayes: Tony Meier, Dennis Sickles, Cliff Lauder, T.J. Bailey.

4. Announcements, Proclamations

- a. City Manager Corthell explained to City Council that unfortunately Michael Cooper put in his notice and his last day for the Public Works Department was Friday September 08, 2020. Although It was a hit to the City to lose such a dependable employee, we were fortunate to pick up Jeremy Winn. Mr. Winn was a close second in the interview process that originally presented Cooper with the position.
- b. Mayor Gordon read a proclamation (See exhibit A) he had written for Corthell in honor of his hard work and service to the City over his tenure.

5. Community & Government Organizations

- a. PW
No Comments
- b. Fire report was not submitted.
- c. Polk County Sherriff's Report
No Comments

6. Reports

- a. Mayor Gordon added that he has not received a final draft of the pre-assessment form for the Valley of Giants project.
- b. Councilor T. Bailey wanted to give a quick update on the youth project he has been working with around 16 local children on in finding funding sources and building a skate park for local youths to enjoy. The group is meeting on Sunday September 20, 2020 if any councilors would like to join in.

c. Corthell read his staff report (See exhibit B)

7. Consent Agenda

A motion was made by Councilor T. Meier and seconded by Councilor T. Bailey the City Council for the City of Falls City adopt the consent agenda. Motion carried 4-0-0-2. Ayes: Tony Meier, Dennis Sickles, Cliff Lauder, T.J. Bailey.

8. Public Comments

None

9. New Business

a. Resolution 25-20, A resolution granting Authorized Signer and Certifying Officer authority to the City Manager position.

A motion was made by Councilor T. Bailey and seconded by Councilor T. Meier move that the City Council of the City of Falls City adopt Resolution 25-2020, NAMING THE CITY MANAGER POSITION BOTH AUTHORIZED SIGNER AND CERTIFYING OFFICER. Motion carried 4-0-0-2. Ayes: Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey

10. Old Business

- a. Most Improved Yard packets have been given out and council needs have their ballot forms filled out and turned into the City Clerk by October 01, 2020. Winners will be announced at the October 12, 2020 Meeting.
- b. Corthell gave council a few days Ross Williamson, City Attorney would be available to come and do council training. His available dates include September 22, 24, 25, 28, 29, October 1, and October 2. City Council stated they would research their schedules and get back to Corthell.
- c. Corthell stated that the supplemental budget public notice was not posted properly so it will need to go on a later meeting.

11. Adjourn

A motion made by Councilor D. Sickles and Seconded by Councilor T. Bailey to move that the City Council of Falls City Adjourn. Motion carried 5-0-0-1. Ayes: Lori Jean Sickles, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey

The meeting adjourned at 6:42 pm.

Attested:  _____ Mayor, Jeremy Gordon
City Clerk, Jamie Ward

City of Falls City

Proclamation

Whereas: Macahan "Mac" Corthell served the City of Falls City with excellence, honor, and utmost integrity in his capacity as City Manager from May of 2018 to September of 2020; and,

Whereas: Manager Corthell faced every obstacle as an opportunity, championed every community asset, and represented the City with high degrees of expertise and professionalism; thereby raising the level of trust and partnership with government entities, the business community, foundations, and nonprofit organizations; and,

Whereas: Manager Corthell led the City in its awards of several major grant projects including over \$1,000,000 in grant funding for our streets, wastewater and water systems, and fire department, \$400,000 in a regional housing rehabilitation grant, and leaving the City in a good position to be awarded over \$3 million in grant funding for the wastewater construction project and \$800,000 for a Safe Routes to School grant to slow traffic and increase pedestrian safety on North Main Street and between the High School and Elementary School; and,

Whereas: Manager Corthell exceeded his fiduciary responsibility to the City in part by increasing staff efficiency and clarity of staff roles and responsibilities, defined the City's organizational structure by program, department and division, and led the development and implementation of a Master Utility Right of Way Ordinance; and,

Whereas: Manager Corthell furthered operational efficiency and community vitality by assuming city planner duties and advising the City Council on multiple legal matters, thereby saving residents over \$30,000/year in professional services costs; applied for and received funds to undergo the City's Economic Resiliency Plan; helped lead a community visioning process and subsequent action plans in partnership with Rural Development Initiatives, and led in the acquisition, supervision, and mentorship of a RARE member, and,

Whereas: Manager Corthell increased government transparency and ethical practices by updating the City's website, creating land use handbooks to guide citizens through complicated land use processes, helped develop committee handbooks and best practices, clarified accounting and budgeting practices ensuring the integrity of fund boundaries and good faith budgetary estimates, guided the City Council toward its proper statutory roles through trainings and mentorship, applied City processes and procedures uniformly and fairly, and ensured sound governmental ethical practices; and,

Whereas: Manager Corthell accomplished all of these milestones, and many more not mentioned, while maintaining the critical, routine, demanding, and varied operations of the City, and, finally,

Whereas: Mac Corthell will always be welcome back with open arms as a lifelong friend of Falls City's.

Now, Therefore, We Do Proclaim that I, Jeremy Gordon, by virtue of the authority vested in me as Mayor of Falls City, in the State of Oregon, do hereby proclaim that the City of Falls City is grateful to Mac Corthell for his service to the Falls City Community.

In Witness Whereof, I have hereunto set my hand and caused the seal of the City of Falls City to be affixed on this 14th day of September, 2020

Jeremy Gordon, Mayor



City of Falls City

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Manager's Monthly Report September 14, 2020

Dear Citizens, Council, and Staff,

My final report comes with mixed emotions of excitement for what is next, and sorrow for what I am leaving behind. We've accomplished a great deal during my tenure, and it is my distinct hope that the groundwork we've laid will be completed with results marking continued progress and modernization for Falls City.

Following is a list of the main projects in-work here in Falls City:

CDBG Wastewater Project

1. Land Acquisition
 - a. All land and easements under purchase option except Falls City School District
2. Design
 - a. Approved by DEQ
3. Permitting
 - a. NPDES permit renewed for current plant and proposed new plant
4. Environmental
 - a. In work on:
 - i. Wetland delineation
 - ii. Cultural Resources Survey and Mitigation Determination
 - iii. Endangered Species Bio Opinion Determination
5. Financing
 - a. CDBG Hud grant funding design, engineer and most of environmental
 - b. USDA PPG grant funding has been applied for to pay for Cultural Resources and/or Endangered Species BIO opinion
 - c. USDA RD grant/loan funding selected by council as partial construction funding
 - d. CDBG Hud grant funding selected by council as partial construction funding
 - e. City Funds for partial property acquisition
 - f. DEQ interim funding will need to be sought for construction prior to receiving USDA funds

Code Services

1. Most Improved Yard contest ended 9/11/20, winners to be named 10/12/20 council meeting
2. Municipal Court IGA signed with City of Dallas
 - a. Need to establish procedure and policy
3. Some funding budgeted for enforcement officer

Luckiamute Clinic

1. Pocket park under development, funded by Oregon Community Foundation grant and work primarily done by Falls City Thrives.
2. Clinic Building being rehabilitated by a private contractor, funded by Community Development funds from the city's revolving loan fund
3. Next step is to determine appropriate use, my recommendation is:
 - a. Move City Hall to main level with records and public works inventory in the basement

- b. Provide top level to Falls City Thrives for \$1/month lease, allow use as a business incubator
 - i. If there is success in the top level, rehab the small building and allow FC Thrives to expand
- c. Sell current City Hall on open market, or concoct a deal with Polk CDC for low income housing development

Chamberlain Rd.

1. Immediate Opportunity Fund Grant applied for by the City with pledge funds from timber companies and in-kind from the county as match.
 - a. If awarded, the county will engineer and provide grant/project management for the overlay

Safe Routes to School

1. Named as a regional solutions project, will use 20 SCAG and 21 SCAG as match funding to develop the intersection at Mitchell, Bridge, N. Main, and a pathway on Boundary between the High School and Elementary School
 - a. Total Project would cost approximately \$800,000
2. If the Safe Routes Grant is not awarded, the 20 SCAG and 21 SCAG will be stand alone projects

Sincerely,



Macahan "Mac" Cornhell, JD
City Manager
Falls City, OR